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20 October 1952

MEMORANDUM FOR: ALL DIVISION AND STAFF CHIEFS, TR(S)

SUBJECT: Weekly Activity Report

(Rescind: 1. TR(C) Bulletin No. 9, subject Weekly Activity Report,
dated 18 August 1951
2. TR(C) Bulletin No. 11, dated 14 November 1951)

1. The purpose of the Weekly Activity Report is:

a. To inform the Director of Training and the Deputy Director of Training (Special), in a succinct and intelligible manner, of activities which have taken place during the period for which the report is made.

b. To provide the Director of Training with significant items with respect to the activities of the various echelons of the training organization, from which items may be selected for inclusion in the log prepared for the Director of Central Intelligence.

2. It cannot be emphasized too strongly that each item should be written in a manner which will permit re-typing without alteration, in the Office of the Director of Training, when the item has been selected for inclusion in the Director's Log. These reports will cover the period from 1200 hours Tuesday to 1200 hours the following Tuesday, and will be submitted in typewritten form, original and two carbons, to the Office of Chief, Plans and Programs Staff, room 8, [redacted] on or before 1100 hours Wednesday following the closing day of the report.

3. The following headings should be used:

a. NEW ACTIVITIES (Under this heading, include a brief report of activities which originated during the period of the report.)

b. OLD ACTIVITIES (Under this heading, include significant developments relating to activities which have been previously reported.)

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4. The following headings will be deleted:

a. ITEMS OF CURRENT INTEREST (It is assumed that if the activity to be reported is of current interest, it will be reported under the appropriate heading of either OLD or NEW ACTIVITIES.)

b. ITEMS OF ADMINISTRATIVE INTEREST (In view of the fact that the TR(S) Staff and Division Chiefs refer all matters of administrative nature to the Training Support Staff, it will be the responsibility of the Chief, Training Support Staff, to report all significant items of an administrative nature in his weekly activity report and these items will, therefore, be excluded from all other weekly activity reports with the exception of the reports prepared

[Redacted]

5. With a view to providing a general guide with respect to the type of items which are of interest to and desired by the Director of Training, an annotated weekly activity report is appended hereto. Division and Staff Chiefs should continue to use intelligent discretion in the selection of activities upon which they will report.

[Redacted]
Deputy Director of Training (Special)

Distribution: All Staff and Division
Chiefs, TR(S)

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